

English Language Proficiency Assessments for California (ELPAC) Testing Irregularities and Security Breach Report Form

Use this form to provide information related to testing irregularities and security breaches to Educational Testing Service and the California Department of Education. Refer to the Report Testing Irregularities and Security Breaches section of the *ELPAC Test Administration Manual* for examples of irregularities and security breaches as well as instructions to follow prior to submitting this form. Immediately fax this form to the California Technical Assistance Center at 855-448-3412 or email to ELPAC@ets.org. All fields are required.

Testing Administration: **Initial ELPAC** **Summative ELPAC**

Date of Incident: _____ / _____ / _____

LEA name: _____ County-LEA code: _____

School name: _____ School code: _____

LEA ELPAC coordinator name: _____ Email: _____

Phone number: _____

Incident Information

Mark all that apply: Testing Irregularity Security Breach

Domains involved: Listening Speaking Reading Writing

Grades or grade spans involved: K 1 2 3–5 6–8 9–10 11–12

Test materials involved (e.g., Answer Book, Test Book, Examiner’s Manual): _____

For irregularities related to the Initial ELPAC, will student score(s) need to be removed or unlocked from the Local Scoring Tool? Yes No

Number of students involved: _____ Number of staff involved: _____

Describe the incident in **detail**. Do not include student-identifying information (e.g., names, SSIDs) on this form.*

Describe **in detail** all actions taken by administrative staff, teachers, support staff, and students to correct the incident. Do not include staff disciplinary action on this form.*

Describe **in detail** the new LEA-wide procedures and reminders you will put in place for all examiners, proctors, and/or students to ensure similar incidents will be prevented in the future.*

*Add extra pages, if necessary.